

African American Elders Services Briefing On the Plan to Transition the African American Elders Project

September 30, 2003

Project Goals:

- Strengthen the Council through effective member recruitment and retention
- Develop effective plans to re-locate AAEP to a community organization for interim operational support
- Develop plan to permanently "spin-off" AAEP to a community-based organization

Project Time Line:

The timeline for the planning process is October 1, 2003 to December 31, 2003.

Planning Approach:

1. Maximize stakeholder participation and collaboration
2. Develop written plans and strategies
3. Develop strong leadership and support for the project
4. Implement short-term strategies as appropriate

Key Steps for Project Planning and Implementation:

1. Finalize project goals and the planning and implementation process
2. Form team committees to participate in planning process
3. Confirm leadership commitment to the project
4. Develop comprehensive AAEP program description
5. Design and implement MCAAE member recruitment and retention process
6. Identify data needs and design collection process
7. Draft process for selection of affiliate organization
8. Develop interim project management arrangements
9. Design interim and long-term project governance structure
10. Draft "spin-off" strategies and plan for AAEP
11. Prepare final reports and conduct final briefings

Desirable Project Outcomes:

- A written plan for implementing the project
- Realistic and appropriate project strategies and plans
- Broad stakeholder participation and agreement project goals, plans and strategies
- Effective communications and working relationships among participants
- A strong and representative Council
- Support for and involvement in the success of the AAEP

